

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>	<b>1. DUTY LOCATION</b> Philadelphia, PA	<b>2. POSITION NUMBER</b> 71309
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3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

Acting Budget Comp, GS-0500 12/00 GSLEEG HR20-5 June, 1998					
	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
<b>Official Allocation</b>	Budget Officer (Lead)	GS	560	14	001
<b>4. Supervisor's Recommendation</b>	Budget Officer (Lead)	GS	0560	14	

<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>	<b>6. NAME OF EMPLOYEE</b> EILEEN CHMIELINSKI
<b>7. ORGANIZATION (Give complete organizational breakdown)</b>	<b>e.</b>
a. U.S. ENVIRONMENTAL PROTECTION AGENCY	<b>f.</b>
b. Region 3	<b>g.</b>
c. Office of the ARA for Policy & Management	<b>h. Employing Office Location</b> Philadelphia, PA
d. Regional Comptroller Office	<b>i. Organization Code</b> 90327001/3107

**8. SUPERVISORY STATUS**

- ☐ [2] **Supervisor or Manager.** Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.
- ☐ [4] **Supervisor.** Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.
- ☐ [5] **Management Official.** Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).
- ☐ [6] **Lead.** Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WL.GEG) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.
- ☒ [7] **Team Leader.** Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WL.GEG.
- ☐ [8] **All Other Positions.** Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.

**9. SUPERVISORY CERTIFICATION** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

<b>a. Typed Name and Title of Immediate Supervisor</b> Susan Janowiak, Office of Regional Comptroller,	<b>d. Typed Name and Title of Second-Level Supervisor</b> John Armstead, Acting Deputy ARA for OP&M
<b>b. Signature</b> <i>Susan A. Janowiak</i>	<b>e. Signature</b> <i>John Armstead</i>
<b>c. Date</b> 10/20/11	<b>f. Date</b> 10/25/11

**10. OFFICIAL CLASSIFICATION CERTIFICATION:** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

<b>a. Promotion Potential</b>			
<input type="checkbox"/> This position has no promotion potential		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:	
<b>b. PSB Risk Designation</b>	<b>c. Financial Disclosure Form</b>	<b>d. "Identical, Additional" (IA) Allocation</b>	<b>e. FLSA Determination</b>
<input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	<input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive
<b>f. Functional Classification Code</b> —			
<b>g. Bargaining Unit Code</b> 8888	<b>h. Check, if applicable:</b> <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (25% of time) <input type="checkbox"/> This position is subject to random drug testing ( )	<b>i. Classifier's Signature</b> <i>Kim Brown</i>	<b>j. Date</b> 2/8/11

**11. REMARKS**

PD amendment included to add Lead function to a previously classified pd.

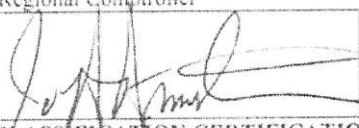
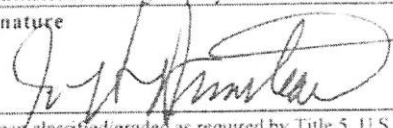
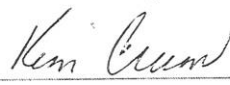
# POSITION DESCRIPTION AMENDMENT

EMPLOYEE'S NAME <i>EILEEN CHMIELINSKI</i>		ORGANIZATION LOCATION OF POSITION <i>OFFICE OF REGIONAL CONTROLLER</i>	
POSITION TITLE <i>BUDGET OFFICER (LEAD)</i>	SERIES <i>0560</i>	GRADE <i>14</i>	POSITION NUMBER

## AMENDMENT

Performs full range of team leader duties for assigned team per attached Team Leader Checklist: Assigns and reviews work, provides guidance and instruction, sets team goals and monitors progress, provides input to performance and recognition recommendations, and performs similar lead functions.

CLASSIFIER'S SIGNATURE <i>Kim C...</i>	DATE <i>11/3/11</i>	SUPERVISOR'S SIGNATURE <i>Susan A. Janowick</i>	DATE <i>10/20/11</i>
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United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION Philadelphia, PA		2. POSITION NUMBER 71309	
3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position <i>Professional &amp; Admin Work in the Acting &amp; Budget Group GS-0500 12/00</i>					
b. Title <i>Budget Officer</i>		c. Pay Plan GS	d. Series 560	e. Grade 14	f. CLC 001
4. Supervisor's Recommendation Budget Officer		GS	0560	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE EILEEN CHMIELINSKI		
7. ORGANIZATION (Give complete organizational breakdown)			c.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of the Assistant Regional Administrator for OPM			g.		
c. Office of the Regional Comptroller			h. Employing Office Location Philadelphia, PA		
d.			i. Organization Code 90327001 / 3/07		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Susan Janowiak, Regional Comptroller			d. Typed Name and Title of Second-Level Supervisor John Armistead, Acting Deputy ARA for OPM		
b. Signature 		c. Date 2/4/11	e. Signature 		f. Date 2/4/11
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply/directly, consistently with the most applicable published standards					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code —			
g. Bargaining Unit Code 0011	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties ( <input type="checkbox"/> % of time) <input type="checkbox"/> This position is subject to random drug testing ( )		i. Classifier's Signature 		j. Date 2/8/11
11. REMARKS					

**Budget Officer**  
**GS-560-14**

**I. Introduction**

*Office of  
Regional  
Comptroller* The incumbent of this position serves as Budget Officer in the ~~Comptroller Branch~~, Office of the Assistant Regional Administrator for Policy and Management. The incumbent has principal responsibility for all regional budget planning, development, analysis, execution, administration and evaluation and work-year usage reporting. Ensures that the necessary funds are available to cover estimated on-board personnel strength and operating expenditures for the Region. Provides authoritative advice to and serves as centralized liaison for Regional program managers in order to ensure a coordinated, efficient and effective budget planning and reporting system. These submissions serve as the basis and justification for short and long-term budget planning appropriation authorizations and allocations. Provides authoritative interpretation of Agency financial resource policy, regulations, and basic operating guidelines, including impact upon general program direction, objectives and priorities. Selects and applies necessary analytic, statistical and budgeting methodologies/techniques in order to best accomplish the resource goals of the Region.

**II. Major Duties and Responsibilities**

A. Responsible for coordinating the development of Region III's internal resource operating plan. This process involves determining the specific account number assignments by individual, program element, and organization in order to ensure that allocated FTEs properly reflect actual work assignments to the fullest extent possible. It also involves determining the specific PC&B costs by individual, program element, and organization in order to ensure that allocated dollars properly reflect actual salary and benefit needs of those assigned, on board people. In addition, the plan must accurately account for all essential operating capital needs of the Region which are managed centrally within the Comptroller's Office, as well as the development, recommendation and presentation to senior staff of proposed travel and discretionary dollar budgets for distribution to divisions/offices in accordance with Region III policy and program priorities.

B. Responsible for coordinating the monitoring of FTE and dollar budget utilization at all levels of organization in order to ensure that resources are managed in accordance with budget and workyear ceiling restrictions, reasonable expenditure/ utilization patterns, and established Headquarters/Region III

policy and program priorities. This centralization allows all current/proposed programs and projects to be assessed in terms of projected resource impacts upon the Region. Recommendations/presentations are made to senior management regarding new hire authority, attrition levels, redirection of budgeted FTEs/dollars, and formal reprogrammings through Headquarters. This requires the development and/or modification of appropriate ADP and/or manual tracking systems to ensure the most efficient and effective utilization management of resources.

C. Provides leadership, expert advice, and authoritative interpretation in the area of Agency/Region III resource policy, regulations, strategies, priorities, and objectives, including impact upon operating programs. Is a fully participating advisor to senior management for planning, policy-setting, and decision-making as they relate to financial resource management. Attends formal and informal management sessions with key Regional and Headquarters officials when resource management issues are involved. Establishes a client-service relationship with all regional management levels and operating staff in order to effectively address resource questions/needs. Keeps abreast of planned and proposed activities within EPA Headquarters, Region III, other Regions, and other impacting areas of government in order to integrate pending actions/policies/procedures into current resource plans.

D. Plans, organizes, coordinates, conducts, and evaluates special, complex diversified management studies in the financial, administrative and resource areas. Recommends refinement, alteration or improvement of present management methodologies or applications in order to achieve more efficient work methods and more effective results. Provides directions and guidance to those affected by study. Cooperates and coordinates assigned activities with the Comptroller, DARA and ARA.

E. Responsible for coordinating the design, modification and refinement of Region III's automated resource management systems from the perspective of the principal user, including interface with Headquarters' systems in order to ensure accurate and reliable input/output data for resource decision-making. Requires extensive monitoring of ADP applications and reconciliation of processed information.

F. Responsible for overseeing the implementation of the Management Integrity Program in the Region. This includes ensuring that the Annual Assurance Letter is completed on time, contains all required information, and is based upon a verifiable review of the controls each organization has in place to assure against waste, fraud, abuse and mismanagement.



**Factor I - Knowledge Required by the Position**

- Knowledge of basic and specialized techniques and procedures necessary for gathering various kinds of information from several different sources about staffing and dollar requirements, analyzing this information, resolving problems where data is incomplete or contradictory, and selecting the most valid data for preparing budget estimates, writing narrative justifications and maintaining budgetary controls for assigned operating programs.
- Expert knowledge of professional and statistical accounting, budgeting, economic principles and techniques, resource management tracking concepts and principles and theories of planning and evaluation techniques.
- Extensive analytical experience and substantial knowledge of operating programs, laws, regulations, policies and precedents are necessary in order to provide expert advice, recommendations, and evaluation techniques.
- Detailed knowledge of the principles and objectives of government budget administration.
- Detailed knowledge of EPA budgeting processes and systems, including management of staff-year allocations; controls of employment through full-time equivalent and end-of-year ceiling allocations; multi-appropriation funding of programs; and major inter-agency funding through non-expenditure transfers and reimbursements.
- Comprehensive knowledge of the functions and objectives of operating programs and activities for which budgetary work is performed; and of the overall fiscal policy and political environment within which program and resource decisions are made.
- Knowledge of non-assigned operating programs. General knowledge of the computerized payroll, personnel, and accounting systems.
- Detailed knowledge of analytical techniques and a high degree of judgement and understanding of the financial information needs of Region III management.
- Ability to prepare staffing and financial instructions, briefing materials, training materials, financial analyses and reports.

- Ability to complete assignments under tight deadline pressures, keep work current on numerous projects at the same time and switch assignments suddenly as work priorities change.
- Interpersonal relationship skills, persuasiveness and ability to communicate effectively, e.g., application of the ability to write technical and analytical papers; application of the ability to present findings orally.
- Skill to provide comprehensive and authoritative interpretation of Agency resource policies, regulations, and basic operating guidelines, including general program direction, objectives and priorities.
- Incumbent must have familiarity of ADP concepts, principles, and computer languages for development and maintenance of automated computer systems.

#### **Factor 2 - Supervisory Controls**

Incumbent works under the general supervision of the Regional Comptroller. Work is reviewed for conformance to policy and overall effectiveness. The incumbent defines the objectives and independently plans, designs, and carries out the work to be done. In reviewing the work, consideration is given to completion of overall resource management program objectives, effect of advice on the overall resource management program, or the effective integration of resource management systems with other programs or systems within the Agency. Incumbent exercises considerable latitude in the conduct of assigned activities with specific actions, approaches, and contacts left to the discretion of the incumbent. Recommendations are regarded as authoritative.

#### **Factor 3 - Guidelines**

Incumbent administers the operations of the resource management system as a whole and provides professional guidance to other budget staff in interpreting the system as a whole and the intent of legislation and broad program objectives. Incumbent develops material and uses judgment and ingenuity in interpreting and explaining the intent of guidelines received from Headquarters and OMB. Prepares professional guidance for use by the budget staff as well as other organizations in Region III and the Agency. The incumbent is recognized as a technical authority in the area of resources management whose advice and recommendations on budget matters are widely accepted and relied upon.

**Factor 4 - Complexity**

Incumbent applies professional accounting, financial, and analytical skills to examine problems relating to special situations, making resource decisions by application of the theoretical aspects of these professions. Incumbent conducts a continuous review of the budget operations for the purpose of ensuring the integrity of the budget data throughout the account structure. Establishes and maintains contacts with management officials to keep current with program activities to ascertain managerial needs for budget data, to ensure that those needs are met so far as possible (for example, preparing regular and specific purpose reports, as needed), and to encourage greater use of budget data in the management processes. Incumbent works with a complex account structure, and is responsible for the interpretation of the proper usage of funds within that structure. Because of its complexity, solving budget problems is difficult and often requires ingenious and innovative approaches to effect resolution. Decisions are complicated by the diversity of data which must be considered in the decision-making process. Participates in discussions and work groups, provides information and advice on procedures and operating techniques to meet program plans, and where appropriate, prepares or directs the preparation of written reports, and analytical comments on suggestions and ideas.

**Factor 5 - Scope and Effect**

The incumbent provides resource management advice to all levels of Regional Management including budget analysts, program officials and other specialists. This advice is comprehensive in scope and reflects all facets of resources management. The work ensures that integrity of budget data throughout the account structure and that the needs of the budget analysts, program officials and other specialists are met so far as feasible, and to encourage greater use of budget data in the management processes. The incumbent identifies and resolves immediate and long range technical and administrative problems which affect the operation of major programs throughout the Region, and whose resolution may have significant impact on the programs of other Regions and the Agency.

**Factor 6 - Personal Contacts**

Establishes contact with operating and management officials in the Region; other operating personnel; high level federal officials, e.g., in other regions, Headquarters, and other federal agencies; state officials; attorneys; representatives from professional organizations, and representatives from the Office of Inspector General.



**Factor 7 - Purpose of Contacts**

To keep current with program activities, to ascertain managerial needs for budget data, to ensure that those needs are met, and to encourage greater use of budget data in the management processes. To provide information and advice on procedures and operating techniques to meet program plans; resolve problems and controversial issues; plan, coordinate, or conduct budget assignments; provide overall direction to budget programs; develop standards and guides for complex programs or activities, and prepare or direct the preparation of written reports, and analytical comments on suggestions and ideas. Also, continuously conducts review of the budget operation to promote operating accuracy and effectiveness.

**Factor 8 - Physical Demands**

The work is mostly sedentary. Travel may be necessary to attend meetings.

**Factor 9 - Work Environment**

The work is performed in an office setting.

## TEAM LEADER CHECK LIST

Positions covered by this checklist are those that lead a permanent standing team within the same organization. There are other kinds of teams which are not covered by the team leader evaluation guide. They are cross-functional, matrix-managed, or project teams. These kinds of teams have been used in EPA for years and are the same as "workgroups" or "taskforces". This checklist covers two-grade interval positions (5,7,9,11,12,13,14,15).

List all the team members' position titles, series and grades:

Environmental Protection Assistant, GS-029-4 Accountant, GS-510-09 Budget Analyst, GS-560-11	<i>ACCOUNTANT, GS 510-11</i> <i>ACCOUNTANT, GS 510-13</i> <i>SYSTEMS ACCOUNTANT GS 510-13</i>
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Do these duties occupy at least 25% of the Team Leader's time?

Yes

Does the team include members who operate with an extraordinary degree of independence from supervision, or are titled supervisory?

No

If so, which positions are they?

Is the Team Leader the same grade level as the remaining team members?

No

**Does the Team Leader perform all of the first seven duties listed below and a total of 14 of the 20 duties? Circle the duties performed below. Wherever both A or B descriptions are listed for a duty you must select one.**

- ☒ 1. Ensure that the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services.
- ☒ 2. Articulate and communicate to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion.
- ☒ 3. Coach the team in the selection and application of appropriate problem solving methods and techniques, provide advice on work methods, practices and procedures, and assist the team and/or individual members in identifying the parameters of a viable solution.
- 4. Lead the team in: identifying, distributing and balancing workload and tasks among employees in accordance with established work flow, skill level and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks; and ensuring that each employee has an integral role in developing the final team product

A. Workload distribution and adjustments require **little independent judgment** on the part of the team leader. Shifts in workload are discussed and based largely on **team consensus**, with team members actively participating in the redistribution of work. Where the team is deadlocked or disagrees on workload shifts, the **supervisor makes decisions**.

**OR**

B. Workload distribution and adjustments require regular exercise of **independent judgement** on the part of the team leader and consideration of relative skill and workload of team members. While workload issues may be discussed in team meetings, the team leader is **responsible for making work assignment decisions, rather than the supervisor**.

- ☒ 5. Train or arrange for the training of team members in methods and techniques of team building and working in teams to accomplish tasks or projects, and provide or arrange for specific administrative or technical training necessary for accomplishment of individual and team tasks.
- ☒ 6. Monitor and report on the status and progress of work, checking on work in progress and reviewing completed work to see that the supervisor's instructions on work priorities, methods, deadlines and quality have been met.
- ☒ 7. Serve as coach, facilitator and/or negotiator in coordinating team initiatives and in consensus building activities among team members.
- ☒ 8. Maintain program and administrative reference materials, project files and relevant background documents and make available policies, procedures and written instructions from the supervisor; maintain current knowledge to answer questions from team members on procedures, policies, directives, etc
- ☒ 9. Prepare reports and maintain records of work accomplishments and administrative information, as required, and coordinate the preparation, presentation and communication of work related information to the supervisor.
- ☒ 10. Represent the team in dealings with the supervisor or manager for the purpose of obtaining resources (e.g., computer hardware and software, use of overtime or compensatory time), and securing needed information or decisions from the supervisor on major work problems and issues that arise.
- 11. Report to the supervisor periodically on team and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs.

☐ A. Reports reflect accomplishments as **compared to established work plans**. Training needs are based on **IDPs developed with the supervisor**.

**OR**

☒ B. Reports on work accomplishments, problems and training needs reflect the team leader's **independent judgment** based on personal observations as well as work plan data and **IDPs developed by employees**.

- ☒ 12. Represent the team consensus and convey the team's findings and recommendations in meetings and dealings with other team leaders, program officials, the public and other customers on issues related to or that have an impact on the team's objectives, work products and/or tasks.
- ☒ 13. Estimate and report to the team on progress in meeting established milestones and deadlines for completion of assignments, projects and tasks, and ensure that all team members are aware of and participate in planning for achievement of team goals and objectives.
- ☒ 14. Research, learn and apply a wide range of qualitative and/or quantitative methods to identify, assess, analyze and improve team effectiveness, efficiency and work products.
- ☒ 15. Lead the team in assessing its strengths and weaknesses and provide leadership to the team in exploring alternatives and determining what improvements can be made (e.g., in work methods, processes and procedures).

16. Approve emergency leave for up to three days; eight hours or less for medical appointments; and/or other types of leave as delegated by management.

- ☒ A. Also approves short-term annual leave requests (**1 or 2 days**) when the impact of the request on the team's ability to meet its deadlines is negligible, **referring other requests to the supervisor**

**OR**

- ☐ B. Also approves **long-term** annual leave requests, which require the team leader to exercise **independent judgment** in assessing their impacts of the request on the team's ability to meet its deadlines.

- ☒ 17. Resolve simple, informal complaints of employees and refer others, such as formal grievances and appeals, to the supervisor or an appropriate management official.

- ☒ 18. Communicate team consensus and recommendations to the supervisor on actions affecting team and individual awards and recognition.

- ☐ 19. Inform employees of available employee benefits, services and work related activities.

20. Intercede with the supervisor on behalf of the team to inform the supervisor of performance and management issues/problems and to recommend/request related actions, such as: assignments, reassignments, promotions, tour of duty changes, peer reviews and performance appraisals.

- ☐ A. Information on performance management issues/problems presented by the team leader is based on **objective data** such as tracking reports or timely completion of milestones and objectives. Recommendations for reassignments or changes in tour of duty are **initiated by team members**. Performance appraisal recommendations are based on **team members' self-assessments**. Requests for promotions are **based on completion of time-in-grade** requirements for positions with known potential.

**OR**

- ☒ B. Information on performance management issues/problems includes **personal observations** of the team leader as well as objective data and is presented personally to the supervisor. Recommendations and requests are based on the team leader's **independent judgment**, rather than reflecting the team's consensus. Team leader is authorized to "initial off" on performance appraisals and hold performance discussions with team members to **share feedback from supervisor**.

## Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
SF 52#- 3PM3012031			
Name	Eileen Chmielinski		This position has no extramural resources management responsibilities.
Position Number	71309	<input checked="" type="checkbox"/>	Total extramural resources management duties occupy less than 25% of time.
Title	BUDGET OFFICER		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-0560-14		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	Regional Comptroller Office	90327001	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	Susan Janowiak, Regional Comptroller	Date	10/20/11
Personnel Specialist's Signature	Ken Allen	Date	11/3/11

### Part 1. Contracts Management Duties

<p><b>Pre-award:</b></p> <p><input type="checkbox"/> Plans Procurements</p> <p><input type="checkbox"/> Estimates Costs</p> <p><input type="checkbox"/> Obtains funding commitments</p> <p><input type="checkbox"/> Prepares procurement requests</p> <p><input type="checkbox"/> Writes statements of work</p> <p><input type="checkbox"/> Reviews statements of work</p> <p><input type="checkbox"/> Processes unsolicited proposals</p> <p><input type="checkbox"/> Responds to pre-award inquiries</p> <p><input type="checkbox"/> Participates in pre-award conferences</p> <p><input type="checkbox"/> Conducts technical evaluation of proposals</p> <p><input type="checkbox"/> Participates in debriefing/protests</p> <p><input type="checkbox"/> Other (lists)</p> <p><b>Post-award:</b></p> <p><input type="checkbox"/> Prepares delivery orders</p> <p><input type="checkbox"/> Reviews contractor work plans</p> <p><input type="checkbox"/> Reviews contractor progress reports</p> <p><input type="checkbox"/> Monitors government-furnished property</p> <p><input type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award</p>	<p><input type="checkbox"/> Monitors management and performance of delivery orders/work assignments after award</p> <p><input type="checkbox"/> Defines scope of work for work assignments</p> <p><input type="checkbox"/> Approves payment requests of ACH drawdowns</p> <p><input type="checkbox"/> Manages cost-reimbursement contracts</p> <p><input type="checkbox"/> Reviews invoices</p> <p><input type="checkbox"/> Inspects and accepts deliverables</p> <p><input type="checkbox"/> Other (list)</p> <p><b>Close-out:</b></p> <p><input type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed</p> <p><input type="checkbox"/> Reconciles payments with work performance</p> <p><input type="checkbox"/> Closes-out payments</p> <p><input type="checkbox"/> Performs cost accounting</p> <p><input type="checkbox"/> Provides assistance to Contracting Officer in settling claims</p> <p><input type="checkbox"/> Other (list)</p> <p><b>Percentage of Time Spent on Contracts Management</b></p> <p style="text-align: right;">_____ %</p>
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Continued



<b>Part 2. Grants/Cooperative Agreements Duties</b>	
<b>Pre-application/Application:</b>	<input type="checkbox"/> Advises Grants Management Office of potential problems/issues
<input type="checkbox"/> Prepares solicitation for proposals	<input type="checkbox"/> Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
<input type="checkbox"/> Identifies potential grantees for area of program	<input type="checkbox"/> Approves payments requests or ACH drawdowns
<input type="checkbox"/> Emphasis	<input type="checkbox"/> Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
<input type="checkbox"/> Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)	<input type="checkbox"/> Negotiates amendments
<input type="checkbox"/> Provides administrative information to applicants	<input type="checkbox"/> Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
<input type="checkbox"/> Determines appropriateness of applicant's work plan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant	<input type="checkbox"/> When necessary, recommends termination of the agreement
<input type="checkbox"/> Assists applicant in resolving issues in application	<input type="checkbox"/> Resolves with Grants Management Office administrative and financial issues
<input type="checkbox"/> For cooperative agreement, determines substantial Federal involvement and develops a condition for Agreement	<input type="checkbox"/> Conducts periodic reviews to ensure compliance with agreement
<input type="checkbox"/> Negotiates level of funding	<input type="checkbox"/> Other (list) _____
<input type="checkbox"/> Conducts site visits to evaluate program capability	<b>Close-out:</b>
<input type="checkbox"/> Serves as resource to Selection Panel	<input type="checkbox"/> Certifies deliverables were satisfactory and timely
<input type="checkbox"/> Informs applicants of funding decisions	<input type="checkbox"/> Provides assistance to recipients and Grants Management Office to ensure timely close-out
<input type="checkbox"/> Other (list) _____	<input type="checkbox"/> Reconciles payment with work performed
<b>Award:</b>	<input type="checkbox"/> Notifies recipient of close-out requirements
<input type="checkbox"/> Prepares funding package, including Decision Memorandum	<input type="checkbox"/> Obtains legal assistance if necessary to resolve incomplete close-out
<input type="checkbox"/> Obtains concurrences/approvals	<input type="checkbox"/> If project is audited, responds to issues and ensures recipient complies with audit recommendations
<input type="checkbox"/> Reviews/concurs in completed document	<input type="checkbox"/> Other (list) _____
<input type="checkbox"/> Establishes project file	
<input type="checkbox"/> Other (list) _____	
<b>Project Management/Administration:</b>	<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b>
<input type="checkbox"/> Monitors recipient's activities and progress	<div style="text-align: center;">_____ %</div>
<input type="checkbox"/> Reviews reports and deliverables and notifies recipient of comments	
<input type="checkbox"/> Provides technical assistance to recipients	
<b>Part 3. Interagency Agreements Duties</b>	
<b>Pre-Agreement:</b>	<input type="checkbox"/> Monitors cost management and overall technical performance
<input type="checkbox"/> Plans and negotiates work effort	<input type="checkbox"/> Participates in decisions about project modification/termination
<input type="checkbox"/> Estimates costs	<input type="checkbox"/> Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
<input type="checkbox"/> Obtains funding commitments	<input type="checkbox"/> Inspects and accepts deliverables
<input type="checkbox"/> Prepares commitment notice	<input type="checkbox"/> Other (list) _____
<input type="checkbox"/> Writes or reviews scope of work	
<input type="checkbox"/> Responds to pre-agreement inquiries	<b>Close-out:</b>
<input type="checkbox"/> Participates in pre-agreement conferences	<input type="checkbox"/> Reviews final report
<input type="checkbox"/> Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)	<input type="checkbox"/> Decides on disbursement of equipment
<input type="checkbox"/> Negotiates and ensures execution of Superfund State Contracts (Superfund only)	<input type="checkbox"/> Reconciles payments with work performed
<input type="checkbox"/> Performs technical evaluation of work plan and Budget	<input type="checkbox"/> Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
<input type="checkbox"/> Prepares funding package and obtains necessary Concurrences	<input type="checkbox"/> Certifies deliverables
<input type="checkbox"/> Other (list) _____	<input type="checkbox"/> Resolves close-out issues with Grants Management Office/other agency
	<input type="checkbox"/> Other (list) _____
<b>Project Management/Administration:</b>	<b>Percentage of Time Spent on Interagency Agreements Management:</b>
<input type="checkbox"/> Reviews progress reports/financial reports	<div style="text-align: center;">_____ %</div>



United States  
ENVIRONMENTAL PROTECTION AGENCY  
Washington, DC 20460

## Position Risk Designation Checklist

AAship/Region: Region 3 Type of Action: Reassignment SF 52 Request No.: 3PM3012031

Position Title/Series/Grade: Budget Specialist/ GS-0560-14

Full Performance Level (FPL) of Position: FPL-GS-14

(Risk designation is based on FPL)

Functional Title (if applicable): Budget Officer (Lead)

(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 12BV03C0001. (Your Service Agreement Account Owner can help you with this.) Please Note: This SF 52 action will not be processed unless the service agreement number is provided.

**DIRECTIONS:** Hiring officials or supervisors must complete this form for **all** personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☒ Yes ☐ No

What is the name of the incumbent of the above position? EILEEN CHMIELINSKI

If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☐ Yes ☐ No

If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

**NOTE:** Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- |   |  |
|---|--|
| <input type="checkbox"/> Attorney—Moderate  | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate                        |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc.—Moderate             | <input type="checkbox"/> IT Specialist (Internet)—High   |
| <input type="checkbox"/> Contract Project Officer—Moderate                                      | <input type="checkbox"/> IT Specialist (Network Services)—High                                   |
| <input type="checkbox"/> Contract Specialist—Moderate   | <input type="checkbox"/> IT Specialist (Operating System)—High                                   |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High                 | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate                            |
| <input type="checkbox"/> Deputy Division or Division Director—High                              | <input type="checkbox"/> IT Specialist (Security)—High   |
| <input checked="" type="checkbox"/> Financial Specialist/Accountant/<br>Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High                               |
| <input type="checkbox"/> Grants Project Officer—Moderate  | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate                               |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low                                | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High                   |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate                           | <input type="checkbox"/> Permit Writer—Moderate  |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate                                      | <input type="checkbox"/> Public Affairs Specialist/Community Involvement<br>Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low                                     | <input type="checkbox"/> QA Scientist—Moderate   |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate   | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate                                 |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate                                    | <input type="checkbox"/> Remedial Project Manager—Moderate                                       |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate                                      | <input type="checkbox"/> Site Assessment Manager—Moderate  |
| <input type="checkbox"/> HR Specialist (Training)—Low   | <input type="checkbox"/> Support Services Specialist—Moderate                                    |
| <input type="checkbox"/> Inspector—Moderate   | <input type="checkbox"/> Toxicologist—Moderate   |
| <input type="checkbox"/> IT Specialist (Application Software)—High                              | <input type="checkbox"/> Other Known High-Risk Position—High                                     |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate                              | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High                                |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate                               |  |

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

**NOTE:** If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

SF 52 Request #: \_\_\_\_\_

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☐ Yes ☐ No (If "Yes," check all that apply.)
- |  |   |
|--|---|
| <input type="checkbox"/> EPA's financial resources/records | <input type="checkbox"/> Confidential business information  |
| <input type="checkbox"/> Proprietary information           | <input type="checkbox"/> Personally identifiable information (e.g., address)                                  |
| <input type="checkbox"/> Audits (e.g., financial reviews)  | <input type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth)             |
| <input type="checkbox"/> Investigations (e.g., CID)        | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. The scope of this position is: ☐ Local ☐ Regional ☐ National ☐ Global
6. The impact/potential harm this position could cause would be: ☐ Internal to EPA ☐ Multi-Agency/Government-wide ☐ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☐ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☐ No  
What materials are involved? \_\_\_\_\_
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations):  
☐ Yes ☐ No Describe: \_\_\_\_\_
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☐ Yes ☐ No
11. Obligates the agency to take action or spend funds: ☐ Yes ☐ No  
What actions? \_\_\_\_\_  
What amount of funding typically? \_\_\_\_\_ What is the ceiling? \_\_\_\_\_
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☐ Yes ☐ No (If "Yes," check all that apply.)
- |   |   |
|---|---|
| <b>Communicates with:</b>   | <b>Communication methods:</b>   |
| <input type="checkbox"/> EPA personnel  | <input type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input type="checkbox"/> Government entities outside of EPA   | <input type="checkbox"/> Participates in meetings, conferences, or seminars   |
| <input type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website   |
|   | <input type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters                           |
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☐ Yes ☐ No  
What systems/programs are involved? \_\_\_\_\_
14. Directly enforces health regulations and/or protects public safety: ☐ Yes ☐ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☐ No  
(Note: Relates to investigating and auditing, but not simply overseeing.)  
What personnel, programs, and/or activities are involved? \_\_\_\_\_
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☐ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☐ No  
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☐ No  
Describe: \_\_\_\_\_

SUSAN A. JANOWIAK

Name (Please Print)

Regional Comptroller

Title

Susan A. Janowiak

Signature

10/20/11

Date